

NORTH LOBURN SCHOOL BOARD OF TRUSTEES

**MINUTES OF BOT MEETING**

**Tuesday 5th December 2017 7:00pm**

**1. Administration**

**Present:** Anne Hughes, Anne Murphy, Andrew Wells, Mark Stephens, Darryn Ward, Miriam McCaleb, Sabrina Ilett, Paul Simpson

**In Attendance:** Jenny McClintock

**Apologies:** None

**Declaration of Interests:** Darryn Ward - Principal's Appraisal Discussion

**Confirmation of last month's Minutes**

**Matters Arising:** None

**Moved that these minutes are a true and accurate record of the meeting.**

*Moved: Sabrina*

*Seconded: Anne H*

*Carried.*

*Signed:.....*

**2. Main Focus of Meeting**

**Principal's Appraisal**

**Moved meeting to go into committee 7.17pm. Sabrina Ilett / Andrew Wells - Carried.**

**\*\*\* PUBLIC EXCLUDED SESSION Motion: Moved Chairperson**

***That the public be excluded from the following proceedings of this meeting.***

*The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information & Meetings Act 1987 for the passing of this resolution is as follows:*

General subject of matter to be considered: Principal's Appraisal 2016-2017

Reason for passing this resolution in relation to each matter

Ground(s) under Section 48(1) for the passing of this resolution

Good reason to withhold exists under Section 7(2)(a) 48(1)(a)

*This resolution is made in reliance on Sections 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6, Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:*

- *For reasons of legal and professional privilege and to protect the privacy of natural persons.*

**Motion: Moved Chairperson**

**That the meeting resume in the public session at 7.39pm and confirm that the business discussed in the public excluded session remains confidential to the Board.**

**Mark Stephens / Miriam McCaleb - Carried**

### **3. Monitoring**

#### **Correspondence In**

MOE - Education Gazette

NZ Teacher Mag`

NZ Principal

CES - Modern Learning Environment

CES - Board Secretary services

CES - term 4 newsletter

Pure Health & Safety - H&S checks and reports

EIS School Transport - School transport update

MOE - Reading Recovery

#### **Correspondence Out**

#### **Administration**

- ◆ Opening roll – 135

## Finance and Monthly Audit

- Our monthly expenses for November were \$ 35,620.00 (wages and MOE breakout space included)
- Our monthly banking for November amounted to \$ 5,943.00
- Discussion was had around CES accounting fees. Darryn to look into other options, that were discussed, and will bring back to the Board for discussion.
- Resolution for Pub Charity for Year 5 & 6 camp March 2018 - \$8,369.57  
(Jenny would like to do this incase we are declined in the November meeting)

**Mark Stephens / Sabrina Ilett - Carried**

<b>Bank</b>	
North Loburn 5YA Account	80,257.26
Westpac Grants Account 01	15,236.53
Westpac Investments	30,000.00
Westpac Online Saver	12,460.57
Westpac Trust Account	42,993.37
<b>Total Bank</b>	<b>180,947.73</b>
<b>Current Assets</b>	
Accounts Receivable	64,259.50
Prepayments	384.19
Stock on Hand	2,749.00
<b>Total Current Assets</b>	<b>67,392.69</b>

- **Budget**

Andrew and Darryn have been working on the 2018 budget.

Garden to Table - sponsorship to run the GTT programme. It would be a programme that is fully funded through annual sponsors.

Hapa Haka - Andrew to approach Ngāi Tahu to see if they would be interested in giving money for Kapa Haka wages. Working on a relationship with some Ngāi Tahu students from NLS.

Learning Coach wages - Jenny to look into a grant for extra learning coach hours.

H & S contribution - no money from H & S will be in the budget.

ICT - The ICT donation in its current form is not enough to sustain the programme therefore the donation will be passed to all students rather than just Y4-8.

**Moved that the budget is accepted as a draft.**

**Darryn Ward / Miriam McCaleb - Carried**

## 4. Discussions

### Principal

Darryn presented his Principal's report (tabled).

Key points:

1. National Standards Data 2017 - data to shown to the staff at the next meeting and discussions will be emailed to the Board. In the future the CoL is hoping to have school assessments on a similar reporting approach.
2. CoL launch feedback - key areas for 2018 are assessment, leadership PD and inquiries. 2018 will prove to be a new experience for all in the CoL. Our school presented a workshop on our enviro school journey which was well received.
3. .1 reading recovery has been secured for 2018.

**Moved that the Principal's report be accepted.**

*Moved: Darryn*

*Seconded: Mark*

*Carried*

### Curriculum - Staff Report

Anne Hughes reported on recent school events (tabled).

Key points:

1. Athletics for all students at NLS. Six students competing in the Canterbury event. All events have been a success.
2. Totara Camp Yr 7 & 8 students was an amazing experience to Kaikoura. Our students were acknowledged for their exceptional behaviour.
3. Anne showed her appreciation to the Board for a wonderful year and for their commitment and support in making our school the successful place it is.

**Moved that Anne's Report be accepted.**

Moved: Anne

Seconded: Darryn

Carried

## **Home & School**

Anne Murphy reported on recent H & S events (tabled).

Key points:

1. H & S have given \$7,000 to NLS this year. The Board thanked the H & S and the community for all their hard work. Sabrina will send a letter of appreciation.
2. Anne M voice a visionary project with Darryn and Emily for 2018. The bike track stood out as a wonderful community project and could tie in with enviro schools.
3. One major project for 2018 setting a pre-approved target amount, then the rest could go to a Staff Wish List.

**Moved that Anne's Report be accepted.**

Moved: Anne

Seconded: Sabrina

Carried

## **Property Projects**

1. Building upgrade - awaiting final report on asbestos
2. Pool - filling with water and hopefully open in Week 9 - no leaks found by Coombes

## **Personnel**

Appointment of new learning coach

Moved that we formally ratify the appointment of Averil Wells to the position of Learning Coach on a fixed term contract until the end of Term 1 2018.

**Darryn Ward / Anne Murphy - Carried**

#### Appointment of new teachers

Moved that we formally ratify the appointment of both Anna Webb and Kate Hassall to the positions of permanent scale A teachers from 2018.

**Sabrina Ilett / Andrew Wells - Carried**

Moved that we formally ratify the appointment of Lynda Selwood to the position of scale A teacher - fixed term from 29th January 2018 to 18th December 2018.

**Darryn Ward / Anne Hughes - Carried**

#### Classroom release time contract

Moved that we formally ratify the appointment of Tanya Connelly to the position of .2 teacher on a fixed term contract from 29th January 2018 to 18th December 2018, to cover CRT.

**Sabrina Ilett / Anne Hughes - Carried**

#### Last meeting for Miriam McCaleb

Sabrina gave a heartfelt thank you to Miriam for her contribution to the Board along with her cultural responsiveness to education. Miriam is happy to support the Board and school in any way she can in the future. Miriam spoke of a two day PD course with Nathan Wallace 18/19th April 2018.

## **Health and Safety**

1. H&S check - Paul will do this when the builders are here over the holidays.
2. Bus report - MOE sent out an audit regarding bus monitoring. John Rivers will be sent out a policy and audit questionnaire, of which will be done 2 times a year for compliancy. We will report on the Bus at each Board meeting.
3. Ken has painted new lines when going around the corner by Kowhai and adding arrows.

## **Planning and Self Review**

All reviews up to date

## **5. Items for the next meeting**

Next meeting **13 February 2018 7pm**

**Meeting closed 9.20pm**